



Fall Quarter Class Registration

Please read all registration and refund policies carefully before you register.

Student Name: _____ DOB: _____ Male/Female

Parent/Guardian (Under 18): _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Day Phone: _____ Evening Phone: _____

Emergency Contact other than above parent/guardian (All ages): _____

Phone 1: _____ Phone 2: _____

Please list any medical problems, special needs, or concerns that the teachers and staff need to be aware of:

Where did you find out about our program? _____

Do you wish to receive Email Notices? Email: _____

Waiver of Liability: *I hereby release the Leisure Services Bureau, City of Savannah, and its representatives of any legal obligation in the event of accident or injury. I also understand that I may be photographed or videotaped for the purpose of communicating the objectives and activities of the Leisure Services Bureau.*

Signature of Adult Student or Parent of Minor: _____

Fall Class Schedule

_____ **\$100** Continuing Wheel for Adults – *Lisa Bradley* - Monday 9:30am – 11:30am

_____ **\$100** Continuing Wheel for Adults – *Irene McCollam* - Monday 6:00 pm – 8:00 pm

_____ **\$100** Beginning Wheel for Adults – *Irene McCollam* -Wednesday 6:00 pm – 8:00 pm

_____ **\$100** Beginning Hand-Building for Adults – *David Peterson* - Tuesday 9:30am – 11:30am

_____ **\$100** Open Studio for Adults – *Lisa Bradley* - Friday 9:30am – 11:30am

_____ **\$125** Jewelry Making Open Studio for Adults – *Kathryn Riechert* - Tuesday, 3:30pm – 5:30pm

_____ **\$100** Jewelry Making Basics for Adults – *Kathryn Riechert* - Tuesday, 6:00pm – 8:00pm

_____ **\$100** Jewelry Making Basics for Adults – *Kathryn Riechert* - Wednesday, 3:30pm – 5:30pm

_____ **\$125** Jewelry Making Open Studio for Adults – *Kathryn Riechert* - Wednesday, 6:00pm – 8:00pm

Subtotal for Sessions: _____

Cash _____

Make checks payable to: Cultural Affairs

Check #: _____ Driver's License # _____ DOB _____

RECT# _____



Registration Fees, Procedures and Policies

Registration should be made as soon as possible; class size is limited and spaces are filled on a first-come, first-serve basis. You will be notified if the class for which you are registered is not full.

To ensure enrollment, register no later than one week prior to the class start date.

Payment and Fees

Full payment is due upon enrollment. Checks, money orders and cash are accepted. Registration forms received without payment does not guarantee enrollment.

Methods of Payment

By Mail - Send a check or money order, made out to: Cultural Affairs, for the full amount of the tuition with the registration form, downloaded from the website (www.savannahga.gov/arts) to:

Department of Cultural Affairs
PO Box 1027
Savannah, GA 31402

In Person - The office is open 8:30 am – 4:30 pm, Monday - Friday and is located on 9 West Henry Street, between Bull and Whitaker.

Enrollment Policies

Cultural Affairs reserves the right to cancel, to combine or reschedule classes, or to change class instructors, when necessary.

Cultural Affairs will not provide make-up classes or issue refunds to those who miss classes due to illness or other events beyond our control.

Cultural Affairs reserves the right to refuse enrollment to participants with a history of unacceptable behavior.

Cancellations and Refunds

If Cultural Affairs cancels a class for any reason, all registered participants will be informed as soon as possible and extended the opportunity to transfer to another class. If participants do not wish to transfer to another class, a full refund will be processed.

There is a \$25 withdrawal and/or transfer fee. Notice of withdrawal or transfer must be made in **WRITING** to Cultural Affairs, and it must be received **by noon the Friday before** the first day of class. No refunds will be made for withdrawals **after** that time.

Failure to attend sessions or verbal notification will **NOT** be regarded as an official notice of withdrawal.

Parking

Free parking is available on a first-come, first-served basis in the parking lot on your left just past the building. Additional parking is available on the right just past Whitaker Street.



Studio Policies

1. **ALL** students will sign in on the roll sheet at the beginning of each class.
2. Classes are **ONLY** open to enrolled students.
3. Classes Instructors will follow curriculum **ONLY**.
4. Students are responsible for cleaning up the space, tools and supplies they use in each class. The last 15 minutes of class is scheduled for this cleanup. All studios close 15 minutes after the end of class.
5. All work should be “signed” with a name, initial, or stamp for identification and stored in designated/marked areas.
6. Cultural Affairs is **NOT** responsible for work left in the studio after the last day of class, unless prior arrangements have been made.
7. Clay work class fees include and are limited to 50#s of studio clay and batch studio glazes.
8. Liabilities of Ceramics works rest with the artist/student. The Ceramics program is not responsible for the maintenance of drying pots, drying sculpture, or accidents occurring during the firing due to improper construction of work. Pots must not be moved to the designated firing shelves until **completely** dry.

I have read the registration, enrollment and studio policies.

Signature

Date